

CERTIFICATE OF APPROPRIATENESS APPLICATION

Case No.: _____

Date Submitted : _____

I. APPLICANT INFORMATION

APPLICATION STATUS (Check One): ☐ Owner ☐ Tenant ☐ Prospective Buyer ☐ Contractor

Property Owner must sign the application or submit a notarized letter of authorization.

Applicant Name

(_____)
Telephone

Mailing Address

E-mail Address

OWNERSHIP (Check One): ☐ Individual ☐ Corporation ☐ Partnership ☐ Trust

If ownership is a trust or corporation, list the partners or principle, their address and positions on a separate attachment

Property Owner Name

(_____)
Telephone

Mailing Address

E-mail Address

II. PROPERTY INFORMATION

Street Address/Location

Present Use and Improvement on Property

III. NARRATIVE OF REQUESTED ACTION (A brief outline of the proposed work must be given in the space below, or the application will be rejected. Attach additional pages if necessary.)

Has a previous application or appeal been filed on this property? ☐ No ☐ Yes If Yes, Date and Case No.: _____

ATTEST: I certify that the information on this application represents an accurate description of the entire proposed project. Applicant understands that additional materials may be required by the Historic Preservation Officer and approval by the Galveston Landmark Commission may also be required. It is also understood that approval of this application in no way constitutes approval of a "Building Permit Application" by the City of Galveston Building Division. **All projects over \$500.00 in value will also require a building permit.**

Printed Name and Signature of Applicant

Date

Printed Name and Signature of Property Owner (Required)

Date

CERTIFICATE OF APPROPRIATENESS CHECKLIST

The Documentation listed below must be submitted with the application for a Certificate of Appropriateness. Incomplete applications will not be accepted. Please refer to the *Design Standards for Historic Properties* for further information regarding criteria for approval. You are encouraged to contact the Historic Preservation Officer prior to submission to make sure the application is complete.

ALL WORK

- ☐ Color photographs of house and existing conditions from all relevant sides. (Instant photos are strongly discouraged.)

REMODELING AND ADDITIONS

- ☐ Elevation and plan drawings to scale (see Note 1) indicating proposed alterations or additions, clearly indicating the existing building and what is proposed, including the relationship to adjacent structures (See Note 2).
- ☐ Exterior materials description (See Note 3).
- ☐ Site plan showing: 1) dimensions of lot, 2) location and dimensions of existing building, 3) location and dimensions of addition, and 4) location of all exterior, ground and roof mounted equipment.
- ☐ Historic plans, elevations or photographs if the request is to return a structure to an earlier historic appearance.

PAINTING, STUCCO, REPOINTING

- ☐ Color photographs of all areas involved and surrounding structures if applicable.
- ☐ Samples of colors and/or materials to be used. (Paint palette only required for the Strand/Mechanic District)

FENCES

- ☐ Site plan showing location of fence.
- ☐ Dimensioned elevation drawing to scale (See Note 1), showing design of fence, material (See Note 3), and height in relationship to adjacent fences and primary structure. (See Note 2)
- ☐ Photograph of the primary structure and the area to be fenced.

NEW CONSTRUCTION (Per Landmark Commission Administrative Approval Policy)

- ☐ Dimensioned site plan to scale (See Note 1), showing proposed building on site and adjacent buildings (See Note 2). Include parking areas and any roof or ground mounted equipment.
- ☐ Elevation showing height and width relationship to existing buildings (See Note 2).
- ☐ Color photographs of proposed site and structures within vicinity of new building.
- ☐ Color, materials (See Note 3), and all significant detail clearly indicated.

GENERAL NOTES:

- Note 1: Minimum scale of 1/8" = 1'-0" on all plans and elevations, unless otherwise approved by a Planner. Section details of new cornices, columns, railings or any other distinctive details are required at 1/2" = 1'-0".
- Note 2: When required to show the relationship to adjacent structures and structure is on a corner, "adjacent" includes across the street, as well as to the left and right of the subject property.
- Note 3: When material descriptions are required, materials to be used must be designated on the elevation drawings.